



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

**DUTY STATEMENT
LEGISLATIVE DATA CENTER
LEGISLATIVE TECHNOLOGY BRANCH
INFRASTRUCTURE SERVICES DIVISION
AUDIO VISUAL & OPERATIONS**

CLASSIFICATION TITLE: Information Technology Specialist I

WORKING TITLE: Broadcast Studio Audio/Video (AV) Engineer

POSITION NUMBER: 154-1402-XXX

EFFECTIVE DATE: Month XX, 2022

ORGANIZATION SETTING AND MAJOR FUNCTIONS

Statement of Duties:

Under the general direction of the Information Technology Manager I (ITM I), the incumbent acts as a broadcast studio audiovisual expert responsible for installing, maintaining, and supporting the technical equipment, systems, and infrastructure necessary to produce and deliver high-quality broadcast services to the Legislature. The incumbent is responsible for the ongoing support of the broadcast studio including all daily operations, planning and coordination, and ensuring that the technical equipment and systems are maintained, tested, and readied for seamless and reliable performance.

The incumbent performs complex problem analysis, design, and consulting for all broadcast audio/video (AV) systems/services to the legislative customers; consults with customers, management, vendors, and staff to ensure project plans are understood and consistent with the business objectives of the Legislature; assists with the responsibility of the quality of the final distribution of broadcast AV systems and application settings where the consequence of errors could have a serious impact on the business success of the Office of Legislative Counsel (OLC).

The incumbent performs as a project leader and/or team member on one or more complex projects, and acts as a subject matter expert on the use of new broadcast technologies, in the selection of hardware and software technologies and in the development of the specific configurations that meet the business needs of the OLC and its customers. The incumbent plans, designs, and executes programs, research, and other work independently.

Duties include, but are not limited to the following:

Essential Functions:

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| 45% | Performs complex broadcast studio AV hardware and software setups and implementations. Acts as a project/technical lead on complex projects, using project management tools and techniques to define tasks, to estimate the level of effort and calendar time required to complete each task, to obtain, assign and train resources to monitor progress, to review projects and deliverables to prepare and conduct presentations, and to report status as required by management. |
| 20% | Plans, schedules, and operates live and remote hearing broadcasts. Determines required components and configurations, evaluates, selects, and implements AV software and hardware products to ensure quality of service for our customers. Performs quality control on recordings and broadcasts. |
| 20% | Performs capacity planning and support to ensure optimum broadcast studio AV system availability and to provide for future growth. Evaluates functionality and capabilities of vendor products and technologies in response to evolving business requirements. |
| 15% | Trains broadcast staff on audiovisual equipment used for broadcast event recordings and related hardware and software. Provides technical support to all operational users. |

Incumbents are expected to model OLC values and demonstrate the following personal characteristics:

- Establishment of effective interpersonal relationships, dealing tactfully with all OLC staff, Legislators, legislative staff, other public agencies, and members of the general public.
- Adaptability to changing work priorities and fluctuating work hours and assignments; ability to work well during stressful situations.
- Willingness to accept increasingly difficult levels of responsibility and assist in other areas of the office, as needed, and to take on special projects as they occur.

Supervision Received: The ITS I reports directly to an ITM I.

Typical Physical Demands: Sitting, keyboarding, and use of mouse; will be required to carry an office cellular phone; lift and move objects weighing up to 50 pounds, such as technology hardware and peripherals; and travel to remote locations throughout the State.

Typical Working Conditions: Cubicle work space/shared or personal office space in an office environment. Use of PC, Microsoft Office Suite products, proprietary software systems, and general office equipment such as copy, scanning, and facsimile machines, and telephone is frequent.

Working Hours: Core business hours are 8:00 a.m. – 5:00 p.m. with extended hours on weekdays, weeknights, weekends, and holidays during peak periods of the legislative session. Extended hours may not always be scheduled in advance. The incumbent is expected to be available during core hours. Schedule and work hours may be adjusted/extended contingent upon business needs.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date